



Access UCA APP

TUI TARJETA UNIVERSITARIA INTELIGENTE

Instructions on how to access the TUI or " Electronic Student Card":

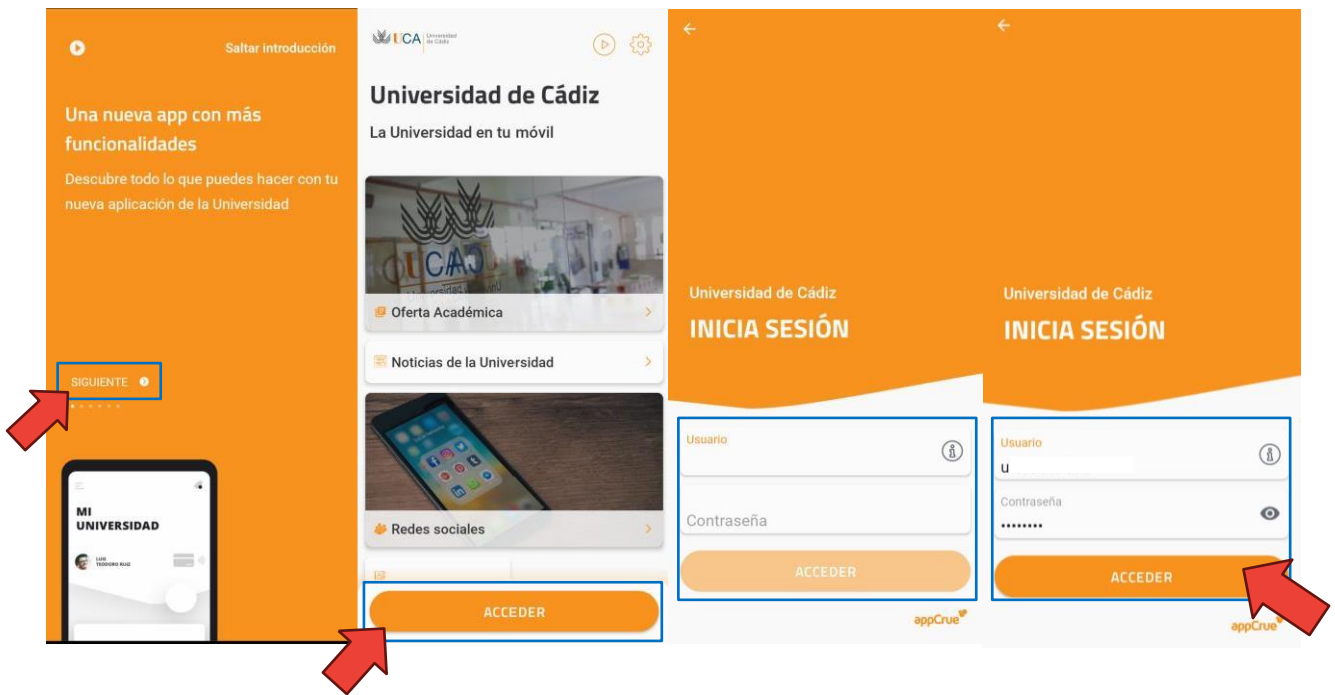
1. Complete your matrícula.
 - a. ¿How can I do my **automatrícula**? (First semester: website) Click [here](#).
2. Create an email address.
 - a. Follow the instructions to do so:
(<https://cau.uca.es/cau/altaEmailAlumno.do>)
3. Download the app on your mobile phone!
 - a. Apple: [AppUCA](#)
 - b. Android: [UCAapp](#)
4. Discover your TUI!
 - a. Please follow the on-screen instructions to reach your TUI:

What does TUI have to offer?

- University Identity Accreditation.
- University Loan Services. (<https://biblioteca.uca.es/servicio-de-prestamo/>)
- Sports Card. (<https://areadeportes.uca.es/td/>)



UCA
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5. Log in.

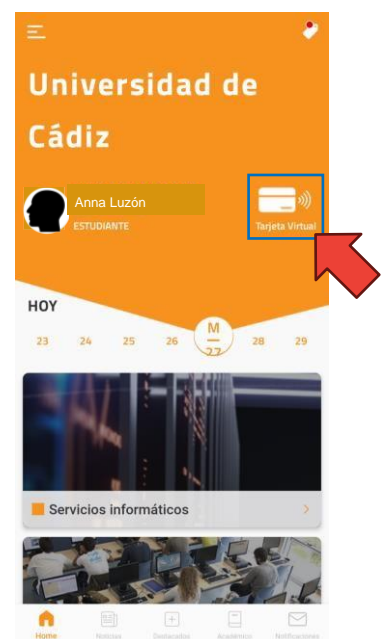
- a. Enter your **username and password**. It is the same as for the Virtual Campus (example: u...).
- b. *Where to find it?* You received it by e-mail after you made your matricula.

6. Access your TUI.

a. Click on the Virtual Card:

i. Is your photograph in the system?

- **Yes:** End of the process. You will be able to see your TUI and enjoy the services from this moment on.
- **Yes, but I want to change it.** (Punto 8)
- **No:** If you see a warning stating “No disponemos de tu fotografía para generar laTUI virtual. [...]”¹, please **IGNORE THE MESSAGE** and follow the steps in point 7 to do so.



7. Upload your photograph:

- a. **Specifications:** JPEG format; size 240 px wide x 280 px high, with 300 pixels per inch. ID card type with **white** and uniform **background**.

¹ "We do not have your photo to generate the virtual TUI. [...]"

1. Click [here](#).
2. Enter your username and password (u...).
3. Click on "Add new photo".
4. Press on "Examinar" under "Fichero de la nueva foto".
5. Enter your e-mail address.
6. Click on "Añadir una nueva foto" and wait for it to be uploaded to the system.

8. Change your photograph:

- a. **Specifications:** JPEG format; size 240 px wide x 280 px high, with 300 pixels per inch. ID card type with **white** and uniform **background**.

1. Click [here](#).
2. Enter your username and password (u...).

3. Go to the "Add New Photo" box.
4. Click on "Examinar" under "Fichero de la nuevafoto".
5. Click on "Incluir nueva foto".
6. Wait for it to be validated again.

8. Validation period:

a) **ATTENTION:** If you have already submitted your photo following the instructions, you must wait for our colleagues to validate it to view it (excluding holidays) and then you will have access to the Tarjeta Universitaria Inteligente (TUI).

i. **Recommendation:** Regularly check the app.

b) **Photograph rejected:** Please do not forget to follow the specifications for your new photograph to be approved by our colleagues. You will have to repeat the procedure described above and wait for their response.

i. **Recommendation:** Use the picture of your Identity Card (Passport, NIE, etc.).

*Thank you,
ERASMUS+ and Visitant Students,
Internationalization Office of the University of Cádiz.*